United Nations ST/IC/2005/28

Secretariat

25 May 2005

Information circular*

To: Members of the staff at Headquarters

From: The Controller

Subject: **Introduction of additional options for medical insurance coverage for staff serving under short-term appointments under the 300 series of the Staff Rules and for employees retained under agreements for occasional employment**

1. The purpose of the present circular is to announce the introduction of additional options for medical insurance coverage for staff serving under short-term appointments under the 300 series of the Staff Rules (short-term staff) and employees retained under agreements for occasional employment (occasional employees).

2. As of 1 May 2005, short-term staff and occasional employees are no longer limited to the Van Breda short-term medical insurance scheme, which was previously available to them. Under the conditions specified below, individuals serving in the United States will also have the option to enrol in one of the Headquarters medical schemes described in information circular ST/IC/2004/18 of 18 May 2004 and individuals serving outside the United States will have the option to enrol in the Van Breda insurance scheme described in circular ST/IC/2004/57 of 9 December 2004.

3. In order to be eligible to enrol in one of the schemes mentioned above, short-term staff and occasional employees **must, at the time of enrolment, have a valid contract and have achieved a threshold duration of continuous active employment at a minimum of half-time for at least three months**.

4. The new options are offered for individual coverage for medical and hospital expenses of the short-term staff member or occasional employee. It does not extend to family members.

* Expiration date of the present information circular: 31 July 2006.

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Time and place of enrolment

5. A special enrolment period is being offered from now through 10 June 2005. Eligible and interested short-term and occasional employees who meet the requirements noted under paragraph 3 above may elect to begin their coverage effective either 1 May, 1 June or 1 July 2005 and should submit an application form to enrol in one of the United Nations medical insurance plans, through their departments to:

Health and Life Insurance Section
304 E 45th Street, Room FF-350
New York, NY 10017

6. The premiums and rates of staff contributions of the available medical plans are indicated on page 2 of information circular ST/IC/2004/18 for the United States-based plans and on page 3 of circular ST/IC/2004/57 for the Van Breda plan for staff members away from Headquarters. The contribution rates are based on salaries assuming full-time employment. As in the case of staff with appointments under the 100 series of the Staff Rules, subsidies are reduced proportionately to take into account part-time service, with the balance of the premiums made up by additional staff member contributions.

7. The provisions of the present circular prevail over any inconsistent provisions contained in circulars ST/IC/2004/18 and ST/IC/2004/57.